



# Ascham School



## Executive Assistant & Studies Coordinator Position Description

# Executive Assistant & Studies Coordinator

Department: Studies

Reports to: Director of Studies

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated, professional and capable staff who have initiative, empathy, and a good sense of humour to help the School achieve its objectives.

## Position Description

This position provides executive level support and administrative assistance to the Director of Studies (DoS). Additionally, it plays a pivotal role in coordinating the logistics of significant academic events for students. These include the National Assessment Program – Literacy and Numeracy (NAPLAN), Higher School Certificate (HSC) examinations, Internal assessment blocks and parent/student information evenings.

## Core Job Role Accountabilities

- Efficient and harmonious management of the day-to-day administration for the Director of Studies, including, invoice payments, credit card reconciliation and assisting the Director of Studies to effectively manage the workflow within the studies department.
- Triage all matters, requests and complaints into the Director of Studies' office with initiative, confidentiality and diplomacy including drawing attention to urgent matters, redirecting and fast-tracking items, researching background information and guiding relevant staff to coordinate activities and achieve timelines for the Director of Studies as required.
- Manage the Director of Studies' diary by identifying and resolving potential diary conflicts, coordinating teaching and meeting appointments and ensuring that the schedule is followed and respected.
- Prepare professional correspondence, reports, documents and presentations as directed by the Director of Studies.
- Ensure the School has an ongoing positive relationship with Studies department stakeholders including NESAs, ACARA, External Providers, parents, teachers and casual staff and examination supervisors.
- Work collaboratively with other members of the studies department.
- Lead the HSC examination logistics working collaboratively with the Head of Learning Enhancement and HSC Presiding Officer.
- Liaise with external providers such as the NSW School of Languages and Allwell Testing to arrange examination and testing processes for students.
- Liaise with the Maintenance team for setup internal test and examinations.
- Coordinate the process of student reports each term including the engagement of casual proofreaders for this purpose.
- Support data collection processes for feedback/evaluation on school-based programs and strategies.
- Ensure compliance with the School Code of Conduct and all other internal policies and procedures.
- Manage specific projects/tasks on behalf of the Director of Studies including internal examination blocks and prizegiving information.
- Support whole school administration tasks if required.
- Other duties as required by the Director of Studies.

## Mandatory Requirements

- Proven experience delivering professional executive and/or administrative support services across a range of industries or work settings
- Demonstrated motivation, initiative and commitment to achieving outcomes
- Proven ability to operate effectively in busy environments with non-negotiable timelines
- Ability to prioritise competing tasks and manage peak workload periods
- A solutions focus and ability to show flexibility and responsiveness to changing priorities
- Strong written and verbal communication skills
- Ability to prepare professional correspondence, reports and presentations
- Strong attention to detail, ensuring accuracy across high-stakes processes and documentation
- Exceptional interpersonal skills, and ability to work professionally, positively and collaboratively with students, parents, members of the Senior Leadership Team (SLT), colleagues and visitors
- Ability to work both within a small high-trust team, and independently as required
- Demonstrated ability to handle sensitive information with discretion, professionalism and confidentiality
- Ability to maintain professional behaviour in sensitive or challenging situations
- Advanced levels of computer literacy and ability to apply these to Microsoft programs such as Word, Excel, Outlook and Power Point
- A firm commitment to safeguarding and promoting the welfare of children
- Demonstrated understanding of child safety and appropriate behaviours when engaging with children
- A valid Working with Children Clearance (WWCC).

## Desirable Attributes

- Understanding of the NSW education sector
- Experience working in a school or higher education institution.

### Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	